

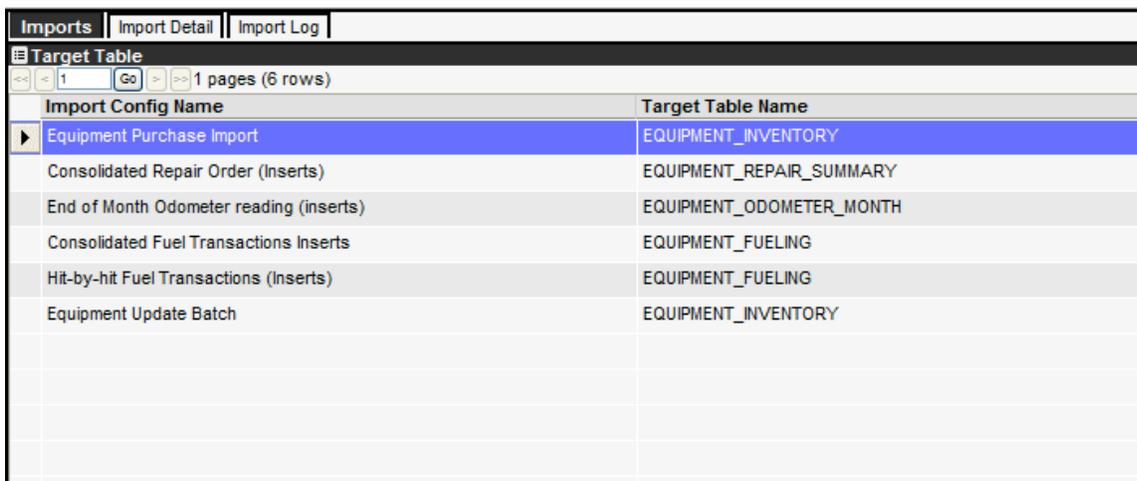
1 IMPORTING DATA

This window contains all the batch types that can be used to batch data in. Some batch types can be used by most agencies, whereas others can only be used by specific agencies. The CPA's system administrator maintains a list of all batching agencies and which types are appropriate. Users should only use batch types appropriate for their agency. The following examples are generic and will apply to all batch types.

The Equipment Purchase batch type should only be used by agencies indicated as Inventory Batching. The list of Inventory Batching agencies is maintained by CPA's system administrator.

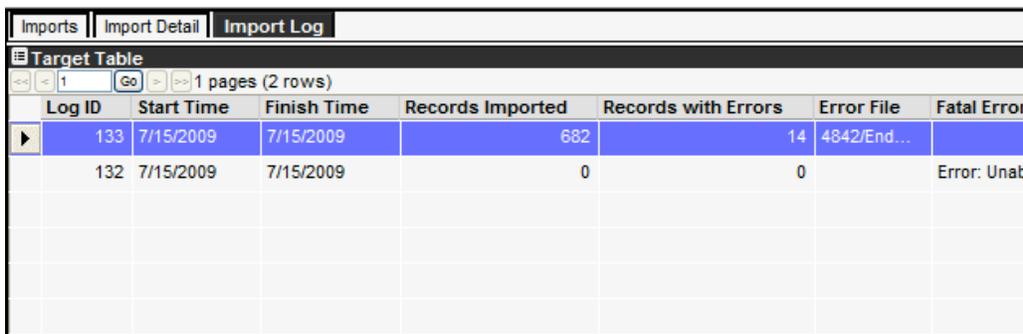
1.1 How to Create a New Directory in Your Folder

1. Open the Import Runner window (System > Tools > Import Runner).



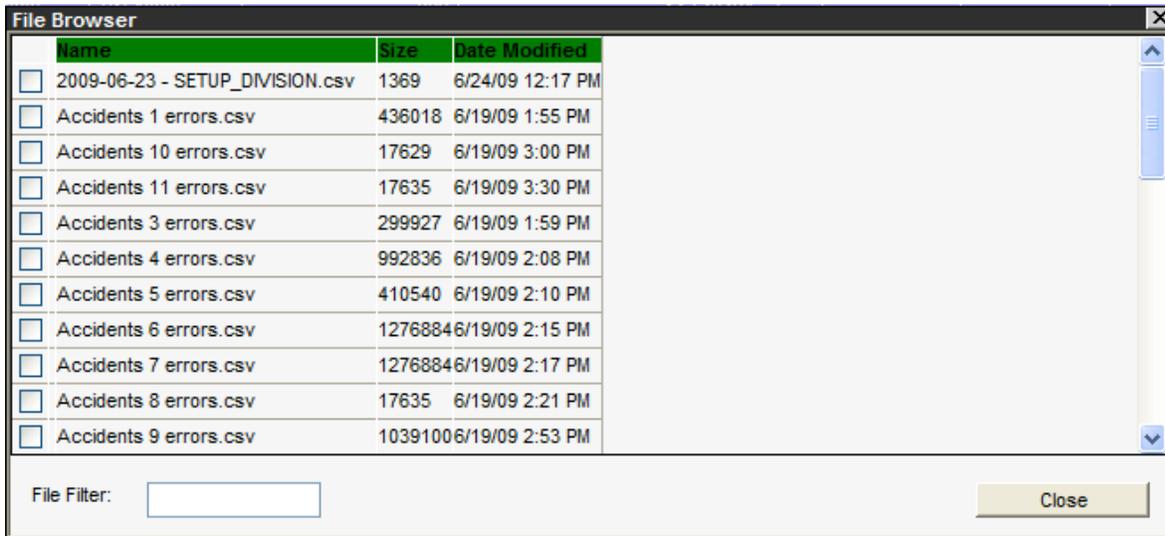
| Import Config Name | Target Table Name |
|---|--------------------------|
| Equipment Purchase Import | EQUIPMENT_INVENTORY |
| Consolidated Repair Order (Inserts) | EQUIPMENT_REPAIR_SUMMARY |
| End of Month Odometer reading (inserts) | EQUIPMENT_ODOMETER_MONTH |
| Consolidated Fuel Transactions Inserts | EQUIPMENT_FUELING |
| Hit-by-hit Fuel Transactions (Inserts) | EQUIPMENT_FUELING |
| Equipment Update Batch | EQUIPMENT_INVENTORY |

2. In the first tab "Imports", click once on any of the records. The system highlights the record.
3. Click on the third tab "Import Log". In this tab you will see all the imports that your agency has run previously.

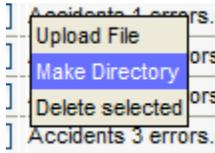


| Log ID | Start Time | Finish Time | Records Imported | Records with Errors | Error File | Fatal Error |
|--------|------------|-------------|------------------|---------------------|-------------|--------------|
| 133 | 7/15/2009 | 7/15/2009 | 682 | 14 | 4842/End... | |
| 132 | 7/15/2009 | 7/15/2009 | 0 | 0 | | Error: Unabl |

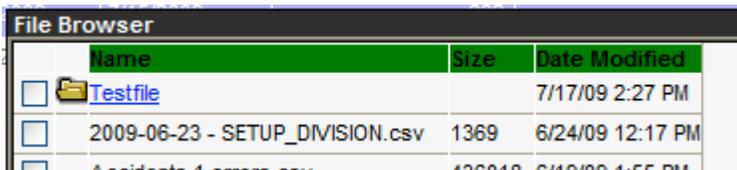
- Right-click and select Manage Files. A pop-up window opens.



- In the pop-up window, you see the root of your agency folder (other agencies cannot see these files). To create a new directory in your agency's folder, right-click and then select Make Directory.



- A dialog box opens. Type in the name of the directory you want to create. When finished, click on OK. The new directory is created and appears in the pop-up window with a folder icon. To open this folder, click on the underlined folder name.



1.2 How to Upload a file in a folder

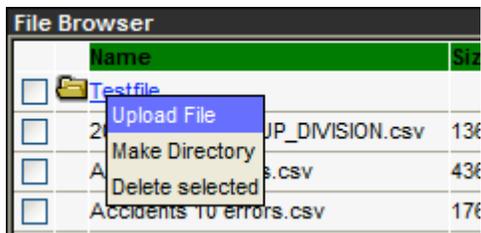
- Open the Import Runner window (System > Tools > Import Runner).

| Import Config Name | Target Table Name |
|---|--------------------------|
| Equipment Purchase Import | EQUIPMENT_INVENTORY |
| Consolidated Repair Order (Inserts) | EQUIPMENT_REPAIR_SUMMARY |
| End of Month Odometer reading (inserts) | EQUIPMENT_ODOMETER_MONTH |
| Consolidated Fuel Transactions Inserts | EQUIPMENT_FUELING |
| Hit-by-hit Fuel Transactions (Inserts) | EQUIPMENT_FUELING |
| Equipment Update Batch | EQUIPMENT_INVENTORY |

- In the first tab "Imports", click once on any of the records. The system highlights the record.
- Click on the third tab "Import Log". In this tab you will see all the imports that your agency has run previously.

| Imports Import Detail Import Log | | | | | | | |
|--------------------------------------|------------|-------------|------------------|---------------------|-------------|--------------|--|
| Target Table | | | | | | | |
| 1 pages (2 rows) | | | | | | | |
| Log ID | Start Time | Finish Time | Records Imported | Records with Errors | Error File | Fatal Error | |
| 133 | 7/15/2009 | 7/15/2009 | 682 | 14 | 4842/End... | | |
| 132 | 7/15/2009 | 7/15/2009 | 0 | 0 | | Error: Unabl | |

- Right-click and select Manage Files. A pop-up window opens.
- In the pop-up window, you see the root of your agency folder (other agencies cannot see these files). Open the folder in which you wish to upload the file into by clicking on the underlined folder name (folders are indicated by the  icon).
- Once in the appropriate folder, right-click and then select Upload File. A new dialog box open. Click on Browse to open a MS Windows browsing window. Find the file you wish to upload to the server. Click on OK in the MS browser.



- The path of the file is displayed in the pop-up window. Click on Upload. Your file is transferred to the server and appears in the list of files in the folder.

1.3 How to Import a Batch File

Follow these steps:

- Open the Import Runner window (System > Tools > Import Runner).

| Imports Import Detail Import Log | |
|---|--------------------------|
| Target Table | |
| 1 pages (6 rows) | |
| Import Config Name | Target Table Name |
| Equipment Purchase Import | EQUIPMENT_INVENTORY |
| Consolidated Repair Order (Inserts) | EQUIPMENT_REPAIR_SUMMARY |
| End of Month Odometer reading (inserts) | EQUIPMENT_ODOMETER_MONTH |
| Consolidated Fuel Transactions Inserts | EQUIPMENT_FUELING |
| Hit-by-hit Fuel Transactions (Inserts) | EQUIPMENT_FUELING |
| Equipment Update Batch | EQUIPMENT_INVENTORY |

- Click once on the batch type desired. The system highlights the record.
- Click on the third tab "Import Log". In this tab you will see all the imports that your agency has run previously.

| Imports Import Detail Import Log | | | | | | | |
|--------------------------------------|------------|-------------|------------------|---------------------|-------------|--------------|--|
| Target Table | | | | | | | |
| 1 pages (2 rows) | | | | | | | |
| Log ID | Start Time | Finish Time | Records Imported | Records with Errors | Error File | Fatal Error | |
| 133 | 7/15/2009 | 7/15/2009 | 682 | 14 | 4842/End... | | |
| 132 | 7/15/2009 | 7/15/2009 | 0 | 0 | | Error: Unabl | |

- To batch in a new file, right-click and select Import New Data (this step assumes that your file has already been uploaded to the server and is ready for processing - if your file hasn't been uploaded yet, refer the Manage Batch Files section). A pop-up window opens.

| Imports Import Detail Import Log | | | |
|--|------------|-------------|------|
| Target Table | | | |
| 0 pages (0 rows) | | | |
| Log ID | Start Time | Finish Time | Reco |
| Import new Data Manage Files Download File Sort | | | |

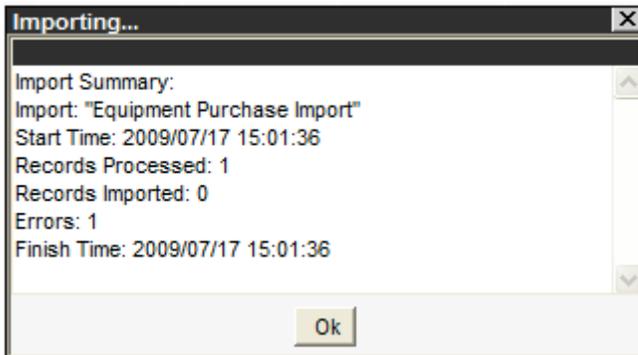
- In the pop-up window, you see the root of your agency folder (other agencies cannot see these files). Navigate to the file you want to process. Select this file by checking the box in front of that file. Once selected, click on OK.

| File Browser | | | |
|---|----------|------------------|--|
| Name | Size | Date Modified | |
| Testfile | | 7/17/09 2:27 PM | |
| <input checked="" type="checkbox"/> 2009-06-23 - SETUP_DIVISION.csv | 1369 | 6/24/09 12:17 PM | |
| <input type="checkbox"/> Accidents 1 errors.csv | 436018 | 6/19/09 1:55 PM | |
| <input type="checkbox"/> Accidents 10 errors.csv | 17629 | 6/19/09 3:00 PM | |
| <input type="checkbox"/> Accidents 11 errors.csv | 17635 | 6/19/09 3:30 PM | |
| <input type="checkbox"/> Accidents 3 errors.csv | 299927 | 6/19/09 1:59 PM | |
| <input type="checkbox"/> Accidents 4 errors.csv | 992836 | 6/19/09 2:08 PM | |
| <input type="checkbox"/> Accidents 5 errors.csv | 410540 | 6/19/09 2:10 PM | |
| <input type="checkbox"/> Accidents 6 errors.csv | 12768846 | 6/19/09 2:15 PM | |
| <input type="checkbox"/> Accidents 7 errors.csv | 12768846 | 6/19/09 2:17 PM | |
| <input type="checkbox"/> Accidents 8 errors.csv | 17635 | 6/19/09 2:21 PM | |

File Filter: *.csv

Ok Cancel

6. The file is then process in real time and a window display the progress status.
7. Once completed, click on OK in the pop-up window.



8. If some errors (validation) occurred during processing, the system will prompt you to download the corresponding error file. In the dialog box, click on Yes to download the file on your local computer (the output file is the same as the input file, with 2 additional columns for RECORD_NUM and ERROR DESC).

| | M | N | O | P |
|---|------------|--------------------------|---|---|
| V | RECORD_NUM | ERROR_DESC | | |
| | 90 | Error in EQUIPMENT_ID ma | | |
| | 95 | Error in EQUIPMENT_ID ma | | |
| | 96 | Error in EQUIPMENT_ID ma | | |
| | 97 | Error in EQUIPMENT_ID ma | | |
| | 101 | Error in EQUIPMENT_ID ma | | |

9. In the system, a new row appears in the Import Log tab showing the summary for this batch.

1.4 How to Correct Errors

1. If your batch had some errors, open the downloaded the error log file from your local computer.
2. Review the message in the Error column for each record. Make the necessary corrections to this error file. Once corrected, delete the 2 extra columns RECORD_NUM and ERROR DESC and save this file.
3. Upload this corrected file to the server (see the Manage Batch Files section) and re-import the file.
4. Repeat this process until all the errors have been corrected.